U.S. Department
of Transportation
**Federal Aviation
Administration**

Office of Airport Planning
and Programming

800 Independence Ave., SW
Washington, DC 20591

JAN -- 2003

Dear Airport Official:

This letter serves as a reminder that calendar year 2002 all-cargo data are due to the Federal Aviation Administration by March 14, 2003. Calendar year 2002 data will be used to determine the allocation of fiscal year 2004 Airport Improvement Program cargo entitlement funds.

Please note that all-cargo reporting is limited to aircraft operations dedicated to the exclusive transportation of cargo. The following four items are enclosed for your use in compiling and reporting data:

- Enclosure 1 - contains the address for submitting data as well as outlines deadlines, reporting requirements, and formats.
- Enclosure 2 - identifies maximum landed weight by aircraft model, to be used for data reporting.
- Enclosure 3 - identifies cargo carriers and codes, to be used for data reporting.
- Enclosure 4 - lists airport location identifiers for airports reporting cargo data.

If you are not already doing so, we encourage you to report your all-cargo data electronically. Currently, 75 percent of the airports submitting data are doing so electronically. Electronic submissions may be an ASCII Text (.txt), a Comma Separated Value (.csv) or an Excel (.xls) file. Section IV of Enclosure 1 contains further guidance on electronic reporting. All of the enclosures, along with a downloadable excel template, are posted online at: http://www2.faa.gov/arp/planning/stats/.

If you have any questions or comments, please call Ms. Sharon Glasgow at (202) 267-8739 or e-mail her at sharon.glasgow@faa.gov.

Sincerely,

Robert W. Yatzeck
Manager, National Planning Division

4 Enclosures